



CITY OF HOUSTON

Job Posting

SL/CMD

Applications accepted from: ALL PERSONS INTERESTED

Job Classification MANAGING ENGINEER
Posting Number PN# 103768
Department Department of Public Works & Engineering
Division Planning and Development Services
Section Planning and Programming Branch
Reporting Location 611 Walker
Workdays & Hours M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages and directs a variety of engineering activities and personnel to identify, evaluate, manage and rehabilitate various facilities and systems. Provides technical guidance and training to technical staff. Serves as project manager on designated projects. Responsible for quality control and quality assurance program for project scoping, cost estimates and benefit cost analyses for the Capital Improvement Programs. Needs a working knowledge of geographic database systems. Supervises and monitors quality control efforts of personnel and external consultants. Attends and conducts meetings and conferences. Conducts technical expertise in researching, developing, redesigning, monitoring and implementing various plans, designs and projects. Recruits, selects and hires technical personnel to enhance productivity. Interfaces with departments to achieve goals and objectives. Manages departmental functions. Establishes goals and evaluates process, develops and evaluates performance, develops and manages budget. Perform benefit-cost analyses using Federal agency and City software programs. Perform project cost estimates for conceptual level designs using historical City cost data. Analyze and write project scope descriptions based on input from City operations groups. Apply selected program criteria to projects to determine project prioritization. Orally communicate with community associations to determine capital project needs. Will be required to operate city vehicle. Assist with other duties as assigned.

WORKING CONDITIONS

Requires ability to communicate effectively, both orally and in writing. This position is physically comfortable. The individual has discretion regarding sitting, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires registration as a Professional Engineer in the State of Texas.

MINIMUM EXPERIENCE REQUIREMENTS

Eight years of active practice in engineering work after graduation from an approved curriculum in engineering, with four of the years as a licensed Professional Engineer, are required.

MINIMUM LICENSE REQUIREMENTS

Requires license as a Professional Engineer in the State of Texas.
Valid Driver's Operator's License and compliance with the City of Houston's policy on driving. (AP2-2)

PREFERENCES

Experience with evaluating and prioritizing capital projects for transportation, storm water, wastewater, and water programs. Experience with using project cost estimating systems and benefit / cost evaluation systems. Work during limited times of heavy work load before and after normal working hours, including Saturdays and Sundays.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 31
\$2,988 - \$3,421 Biweekly \$77,688 - \$88,946 Annually

OPENING DATE

March 30, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only along with a resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 759-0838.

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